SUPPORTING STATEMENT

1. CIRCUMSTANCES NECESSITATING COLLECTION OF INFORMATION
2. <u>USE OF DATA</u>
3. <u>USE OF IMPROVED INFORMATION TECHNOLOGY TO REDUCE BURDEN</u>
4. EFFORTS TO IDENTIFY DUPLICATION
5. METHODS TO MINIMIZE BURDEN ON SMALL BUSINESSES OR OTHER SMALL ENTITIES
6. CONSEQUENCES OF LESS FREQUENT COLLECTION ON FEDERAL PROGRAMS OR POLICY ACTIVITIES

7. SPECIAL CIRCUMSTANCES REQUIRING DATA COLLECTION TO BE INCONSISTENT WITH GUIDELINES IN 5 CFR 1320.5(d)(2)
8. CONSULTATION WITH INDIVIDUALS OUTSIDE OF THE AGENCY ON AVAILABILITY OF DATA, FREQUENCY OF COLLECTION, CLARITY OF INSTRUCTIONS AND FORMS, AND DATA ELEMENTS
9. EXPLANATION OF DECISION TO PROVIDE ANY PAYMENT OR GIFT TO RESPONDENTS
10. <u>ASSURANCE OF CONFIDENTIALITY OF RESPONSES</u>
11. <u>JUSTIFICATION OF SENSITIVE QUESTIONS</u>
12. ESTIMATED BURDEN OF INFORMATION COLLECTION

13. <u>ESTIMATED TOTAL ANNUAL COST BURDEN TO RESPONDENTS</u>
14. ESTIMATED ANNUALIZED COST TO THE FEDERAL GOVERNMENT
15. REASONS FOR CHANGE IN BURDEN
16. PLANS FOR TABULATION, STATISTICAL ANALYSIS AND PUBLICATION
17. REASONS WHY DISPLAYING THE OMB EXPIRATION DATE IS INAPPROPRIATE
18. EXCEPTIONS TO THE CERTIFICATION STATEMENT ON OMB PRA SUBMISSION FORM
19. REASON FOR EMERGENCY SUBMISSION